

Queensland Hackerspaces Grant

Program guidelines

June 2017

The Department of State Development

The Department of State Development exists to drive the economic development of Queensland.

The department brings together the functions of the Coordinator-General, economic and regional development, major project delivery, and government land management into a strong central agency.

Copyright

This publication is protected by the *Copyright Act 1968*.

Licence



This work is licensed to the Department of State Development under a Creative Commons Attribution – Non Commercial - NoDerivs (CC BY – NC- ND) 3.0 Australia licence. To view a copy of this licence, visit: <https://creativecommons.org/licenses/by-nc-nd/3.0/au/>

You are free to share this publication, as long as you attribute it as follows:

© State of Queensland, Department of State Development, June 2017.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on telephone 131 450 and ask them to contact the Queensland Department of State Development on (07) 3452 7100.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request to:

Department of State Development
PO Box 15009 City East, Queensland 4002.
1 William Street Brisbane Qld 4000 (Australia)

Phone: 13QGOV (137468)
Fax: 07 3220 6465
Email: info@dsd.qld.gov.au
Web: www.statedevelopment.qld.gov.au

Contents

1.	Introduction	2
2.	Queensland Hackerspaces Grant Program	2
2.1.	Objectives	2
2.2.	Queensland Hackerspaces Grant Program	2
2.3.	Eligibility criteria	3
2.4.	Eligible proposals for funding	3
2.5.	Ineligible proposals for funding	4
2.6.	Funding arrangements	4
2.7.	Acquittal of Funding	5
2.8.	Assessment Criteria	5
2.9.	Application process	6
2.10.	How to apply	6
3.	Program Evaluation	6
4.	Communications	6
4.1.	Communication with the Media	6
4.2.	Confidentiality	6
5.	Contact Details	7

1. Introduction

The establishment and expansion of hackerspaces is an important initiative within the Queensland Government's *Queensland Advanced Manufacturing 10-Year Roadmap and Action Plan*, released in December 2016.

Hackerspaces are community-operated physical places, where people with common interests, often including computing, machinery, technology, science or digital art, can collaborate.

The future of manufacturing is changing and requires manufacturers to incorporate advanced technologies and processes to be sustainable. Hackerspaces provide a platform to raise awareness about available technologies and their potential to strengthen manufacturing industry in Queensland.

The Queensland Hackerspaces Grant Program will provide \$450,000 over two years to support the expansion of existing Queensland hackerspaces and support the establishment of new hackerspaces across Queensland.

This document sets out the guidelines for administration of the Queensland Hackerspaces Grant Program, which is scheduled to operate over two years commencing June 2017. The Queensland Hackerspace Grant Program is administered by the Queensland Government through the Department of State Development (the department).

2. Queensland Hackerspaces Grant Program

2.1. Objectives

The objectives of the Queensland Hackerspaces Grant Program are to:

- (i) support the establishment and expansion of hackerspaces across Queensland that will provide community spaces with industrial tools and equipment to support advanced manufacturing skills and low-cost prototyping
- (ii) increase young people's conversion of ideas to manufacturing products
- (iii) strengthen advanced manufacturing skills across Queensland and encourage greater regional understanding of the potential benefits of hackerspaces (for example, showcasing the technologies applied in advanced manufacturing)
- (iv) encourage manufacturers to use hackerspaces to share ideas, equipment, knowledge, and to source potential talent and problem solving.

2.2. Queensland Hackerspaces Grant Program

The Queensland Hackerspaces Grant Program supports:

- (i) the establishment of new hackerspaces within Queensland
- (ii) the expansion of established hackerspaces.

Groups or individuals wanting to establish a new hackerspace in their community will be able to apply for a grant of \$20 000 for this purpose. All applications for establishment grants will need to demonstrate support from community institutions and from local manufacturers to prove that the hackerspace supports advanced manufacturing outcomes.

Established hackerspaces in Queensland will be able to apply for a grant of \$10 000 to expand an existing hackerspace.

There will be one funding round each year for both establishment grants and expansion grants. The first funding round will commence in June 2017.

Recipients of grants are eligible to apply for additional funding in a subsequent round of the program if they can demonstrate the successful use of previously awarded funding and that their new application meets the objectives of the Queensland Hackerspaces Grant Program.

2.3. Eligibility criteria

To be eligible for an establishment grant, an applicant must:

- have a proposed location in Queensland with a registered Australian Business Number (ABN)
- be registered as, or have applied for registration as, an incorporated association
- have an established or proposed management board or committee
- provide a robust business plan for the proposed hackerspace
- provide written evidence of support for the proposed hackerspace from at least one community organisation or institution that they intend to partner with
- provide evidence of cash or in-kind contributions from sponsors or partners
- provide evidence of support from at least one manufacturing company, to prove that the hackerspace supports advanced manufacturing outcomes.

To be eligible for an expansion grant, an applicant must:

- be a Queensland-based hackerspace with a registered ABN
- be an incorporated association or equivalent
- be operating for more than one year
- have an established membership base of at least 10 people¹
- have an established management board or committee
- provide a business plan or summary for expansion of the hackerspace
- provide a financial summary, including profit and loss, for the past year of operation
- provide evidence of support from manufacturing companies².

2.4. Eligible proposals for funding

Eligible proposals for an establishment grant or expansion grant should demonstrate a positive benefit for the community, in that membership is open, and in particular encourages young people to contribute to converting ideas to manufacturing products. Any applications that do not meet the eligibility criteria will not be funded.

¹ Members should be providing some sort of financial contribution to the hackerspace, such as a membership fee or the like.

² Support from manufacturing companies may include, but is not limited to:

- participation of manufacturing expert/s on the hackerspace's management team
- training, programs and/or mentoring by manufacturers of hackerspace management and/or members
- in-kind donations of materials, equipment, expertise etc.
- supporting the conversion of ideas into manufacturing products.

Consideration will be given to a range of eligible proposals provided the applicant can demonstrate that the proposed investment will support the establishment or expansion of the hackerspace and be consistent with the objectives of the program outlined in section 2.1.

Applicants may submit an application for the establishment grant or the expansion grant that includes multiple components provided the total amount does not exceed the allocated grant funding amount.³

Examples of eligible proposals for funding of both the establishment grant and the expansion grant include:

- purchase of software, open hardware, alternative media, networking gear, audio equipment for member use
- purchase of machinery and/or hand tools for member use
- development of workshops for knowledge sharing/capacity building
- delivery of science, technology, engineering and maths (STEM) programs or advanced manufacturing workshops for younger people

2.5. Ineligible proposals for funding

Proposals not eligible for funding for either an establishment grant or an expansion grant include:

- salaries for current or new staff or the costs associated with recruitment activities
- normal operating costs (e.g. utilities charges, telecommunications charges, rent or lease expense)
- construction, fit-out or maintenance of buildings
- repair or maintenance of existing equipment
- design and printing of promotional materials and advertising
- raw materials
- on-the-job training and supervision
- insurance (e.g. public liability, building and contents, etc)
- research and development.

The above lists identify the most common examples of eligible and ineligible costs and are not intended to be comprehensive. If there is any doubt about eligible projects or costs, please contact the department (refer to Section 5 for contact details).

2.6. Funding arrangements

Successful applicants of the Queensland Hackerspaces Grant Program will be required to execute a funding agreement with the State of Queensland (through the department).

This funding agreement will outline the terms on which the grant will be provided and detail the milestones to be achieved by the applicant.

A 20 per cent payment will be made to the applicant within 30 business days upon signing of the funding agreement by both the department and the applicant and provision of a valid tax invoice. The remainder of the funds will be paid as detailed in the funding agreement and on completion of the project to the satisfaction of the department.

Activities funded by the establishment grant or expansion grant must be completed or purchased within six months of the signing of the funding agreement.

³ For example, an expansion grant application may be for a workshop for \$5000, software for \$3000 and hand tools for \$2000. The total of \$10,000 matches the allocated grant funding amount for the expansion grant.

2.7. Acquittal of funding

To receive final payment, the applicant must submit a valid tax invoice to the department for the remainder of the grant, and provide:

- (i) a receipt for expenditure to the total amount of the grant funds
- (ii) documented evidence of expenditure⁴ of grant funds
- (iii) a detailed statement of what outcomes are attributed to the receipt of the grant.

The valid tax invoice will be paid within 20 business days subject to the department being satisfied with the payment claim documentation submitted. Any expenditure undertaken on the project prior to the execution of the funding agreement will be deemed ineligible expenditure even if the application is approved.

2.8. Assessment criteria

The Queensland Hackerspaces Grant Program will be delivered across one funding round per year over two years. Applications will be assessed on merit and applications that best demonstrate alignment with the following criteria will be most highly regarded.

The funding application for an establishment grant must address the following criteria:

- alignment with the objectives of the Queensland Hackerspaces Grant Program
- demonstration of feasibility and sustainability of the proposed hackerspace
- demonstration of a sustainable membership base, or ability to build a sustainable membership base
- demonstrated support from community organisations, establishments and local manufacturers to prove that the hackerspace supports advanced manufacturing outcomes
- value of the proposed new hackerspace for the community and the manufacturing industry
- achievability of budget and timeframes.

The funding application for an expansion grant must address the following criteria:

- alignment with the objectives of the Queensland Hackerspaces Grant Program
- demonstration of feasibility and sustainability of the current hackerspace
- demonstrated increase on an already established membership base
- demonstrated benefit to the community and the manufacturing industry
- achievability of budget and timeframes.

Applicants should attach any documentation that will support their application, such as market research, business plan, feasibility studies, community consultation, evidence of support, membership list, etc.

A key objective of the program is to achieve a geographic spread of hackerspaces. While projects will be assessed against the above criteria, final funding decisions will be made to ensure a geographic spread is achieved. Within each funding round, if more than one application is received from the same city or town, with the exception of the greater Brisbane area, the application with the highest score will be funded.

⁴ Examples of evidence may include, but are not limited to:

- a dated photograph of purchased equipment
- a workshop schedule and/or registration list of participants
- invoice that was paid for a consultant to run a training program

2.9. Application process

The department will assess eligible applications against the assessment criteria outlined in Section 2.8.

The department will notify applicants, in writing, of the outcome of their application within six weeks of closure of the funding round. Application rounds will remain open for three months.

If an applicant has concerns regarding the application process, the applicant should contact the department at hackerspaces@dsd.qld.gov.au.

2.10. How to apply

Applications must be submitted online. Please ensure your application is complete and consists of:

- a completed online application form
- a copy of a detailed quote regarding eligible proposals for funding
- supporting documentation (e.g. business plan, market research)
- one-year financial summary (expansion grant only).

3. Program evaluation

As a new initiative of the Queensland Government, the Queensland Hackerspaces Grant Program will be continuously monitored and reviewed in order to ensure the program effectively achieves its objectives. These program guidelines may therefore be updated to reflect future changes to the program.

4. Communications

4.1. Communication with the media

Letters of offer and funding agreements are commercial-in-confidence, so all media inquiries or public announcements regarding the Queensland Hackerspaces Grant Program must be coordinated and handled by the department's media team.

Where possible, all media and communications will be undertaken jointly with grant recipients. Grant recipients will require the department's approval prior to contacting media to discuss any information regarding proposals which have received establishment grant or expansion grant funding.

4.2. Confidentiality

The Queensland Government will maintain strict controls regarding to the management of commercial information provided by applicants and all internal documentation produced in relation to administration of the Queensland Hackerspaces Grant Program.

However, the overall quantum and timing of funding provided under the Queensland Hackerspaces Grant Program, as well as the proponent's name and a brief description of the funded project, will be made public once a funding agreement is executed. No details relating to proponents or their applications will be made public until a funding agreement is executed.

Confidential details of the grant will be treated as commercial-in-confidence and are not to be released to third parties by successful applicants or the department as a condition of the offer of funds.

Your personal information will not be disclosed to any other third party without your consent, unless required by law or for the purposes of the *Information Privacy Act 2009*.

For audit purposes the Queensland Government is required to retain the applications and other supplied support material. The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

5. Contact details

For inquiries or assistance, please contact the department's Advanced Manufacturing team:

- Tel: 13 QGOV (13 74 68)
- email: hackerspaces@dcd.qld.gov.au

Or visit the website:

<https://www.statedevelopment.qld.gov.au/industry-development/advanced-manufacturing.html>